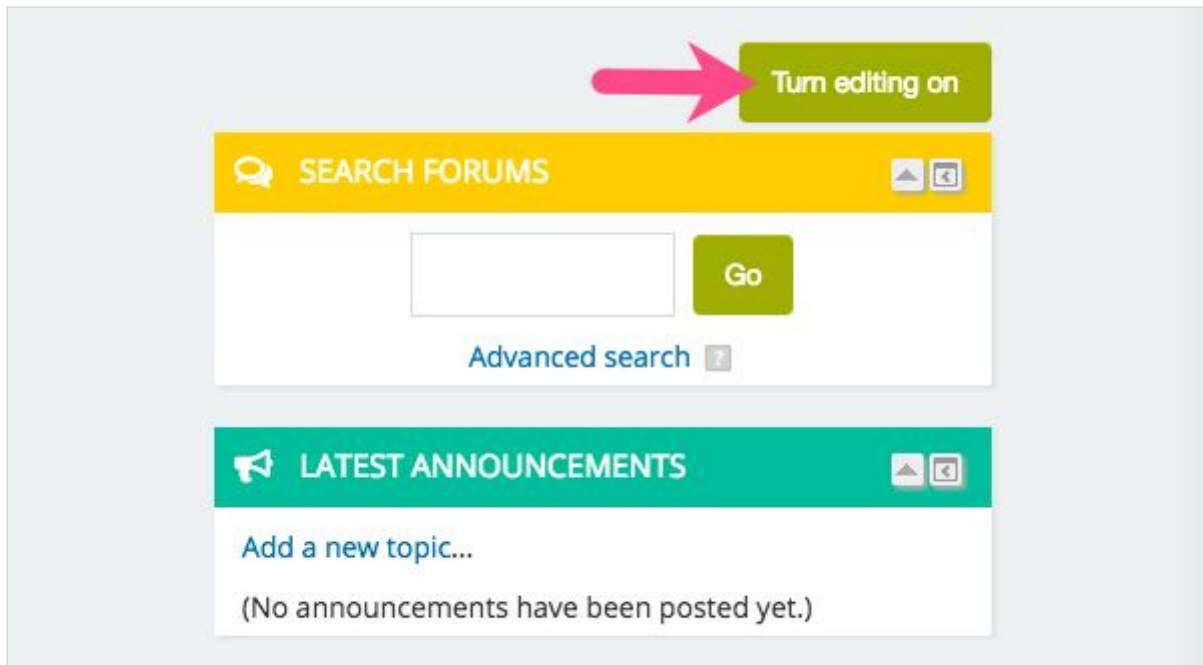


Library scanning service: how to put a link to a scanned item in your Moodle course

Step 1.

Go to the course you wish to add the link to and click **Turn editing on** from the top right.



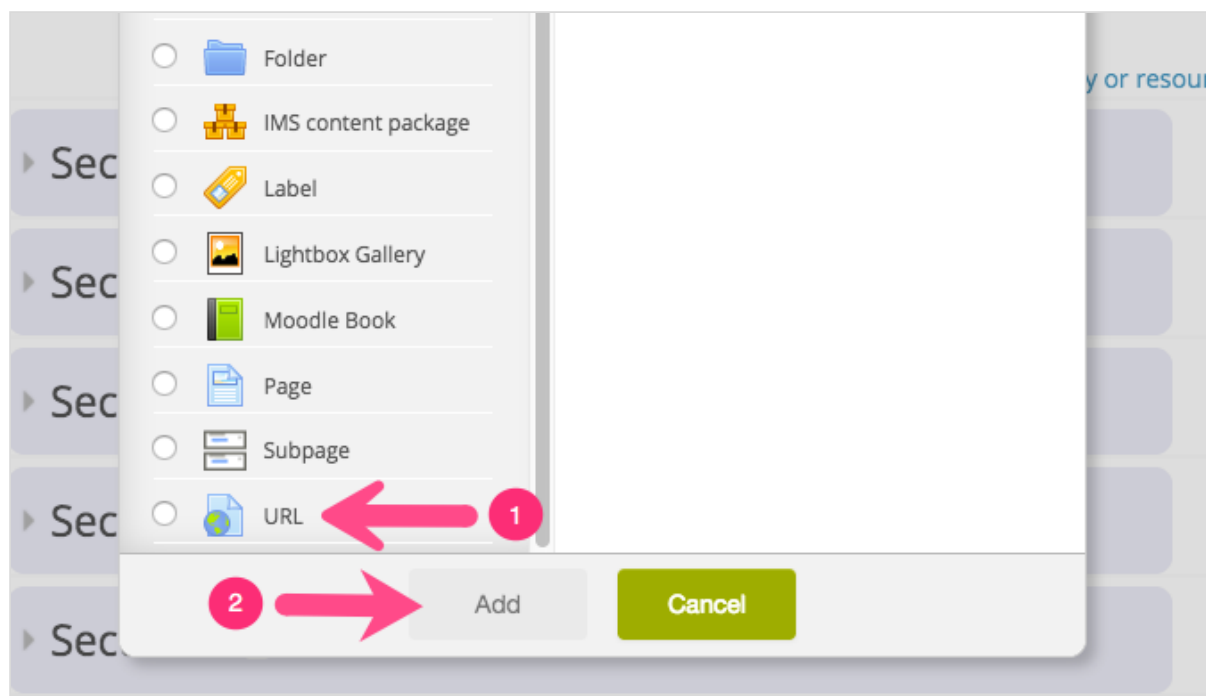
Step 2.

Go the course section you wish to add the link to and select **Add an activity or resource**.



Step 3.

Scroll down to the list and select **URL**. Then, click **Add**.

**Step 4.**A screenshot of the Moodle 'Adding a new URL to Week 2' form. The form is titled 'Adding a new URL to Week 2' and has a 'General' section. The 'Name' field contains the text 'Anderson, Advances in postacute rehabilitation <i clas:' and is marked with a circled '1'. The 'External URL' field contains the URL 'https://data-journalarchives-jisc-ac-uk.oxfordbrookes.idm.oclc.org/v' and is marked with a circled '2'. There is a 'Choose a link...' button next to the URL field. The 'Description' field contains the text 'Anderson, V., Catroppa, C., 'Advances in postacute rehabilitation after childhood-acquired brain injury' (rehabilitation, Vol. 85, No. 9, September 2006, p.767-778.' and is marked with a circled '3'. Below the description field, there is a checkbox labeled 'Display description on course page' which is checked and marked with a circled '4'. The 'Appearance' section has a 'Display' dropdown menu set to 'New window' and is marked with a circled '5'. The form has a light gray background and a white border.

In the next screen:

1. Use brief details of the scanned item to give a short version of the reference.
After that add `<i class="fa fa-external-link"></i>`, which will inform students that the link will open in a new tab.
2. Enter the link to the scanned item.
3. As a description, type the full reference to the scanned item.
4. Check the box to display the full reference typed above in the course homepage.
5. Select **'New window'** for the Display.

Step 5.

You don't need to change any of the other settings. Scroll down and select **'Save and return to course'**.



Final result.

After going back to your course homepage, the link should appear as seen below:

